

15 October 1997

Personnel

**ADMINISTRATION OF THE
MILITARY TRAINING STANDARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive 36-29, Mar 94, Military Standards, for the transition of newly assigned non-prior-service (NPS) airmen from basic training to the operations training environment. It defines the procedures for administration of policy and provides guidance to clarify the intent of the Military Training Standard (Enlisted) program. This instruction applies to all personnel assigned to the 82d Training Wing (82 TRW), including geographically separated units, detachments, and separate operating locations. Any deviations from these policies must be approved in writing by the assigned group commander.

SUMMARY OF REVISIONS

2.1.4.1. Changed MTF Commander/Chief to instructor. 2.2.8. Changed actual temperature to Wet Bulb Globe Temperature, changed 90 degrees to 88 degrees and stage V to stage IV. Added new paras 2.4 through 2.4.6.5 and renumbered subsequent paras. 2.6.3. Added weekend/on-call MTM. Changed para 2.8. An “*” indicates revisions from the previous edition.

Section A -- Policy

1. General Policy. Graduates of basic training are adults who are entering a less supervised environment than that encountered during Basic Military Training. Because basic training differs from operations training, a period of adjustment helps students develop good study habits and academic discipline. Failure to achieve these goals is most often caused by a breakdown of personal discipline or failure to accept personal responsibility. When adequate and timely information concerning training and military standards is provided, a smooth transition should result. To aid in a smooth transition, the first phase of the Military Training Standard imposes stringent administrative controls. As NPS students progress in the operations training environment, they are allowed more opportunity to demonstrate individual responsibility and maturity. Airmen who demonstrate these qualities also demonstrate a readiness to move into the mainstream of Air Force life.

1.1. The Military Training Standard provides an atmosphere conducive to meeting the academic requirements of intensive operations training and to maintaining military requirements.

1.2. All Air Force members on Sheppard Air Force Base are expected to be cognizant of the program and are authorized and expected to enforce the standards placed on individuals in any phase of the program.

Section B – Responsibilities

2. The 82/782/882d Training Group commanders will ensure introductory briefings are given to NPS students assigned to their respective groups during inprocessing. Subjects to be briefed will be determined by Air Force, AETC, base instructions and wing policy.

2.1. Each squadron section commander will:

2.1.2. Ensure incoming airmen are met at the bus by a military training manager (MTM) and briefed on the transition program and routes of march. This briefing must be conducted within 24 hours of arrival on base.

2.1.3. Ensure each NPS student is issued a SAFB Form 303 or 303A, Military Standard for Enlisted (MTSE) Phase. All entries on the phase card will be typed or computer printed, i.e., name, date, squadron, and phase dates.

2.1.4. Review each case and make a determination of the appropriate action for individuals who are retained in, or set back from, one phase to another when one or more of the following conditions exist:

***2.1.4.1** The student is experiencing academic difficulties and the instructor determines that setback or denial of advancement could significantly improve the study habits of the individual. Mandatory study should be considered.

2.1.4.2. Unacceptable behavior which could result in a letter of counseling or letter of reprimand.

2.1.4.3. A trainee pending nonjudicial punishment (NJP) or court-martial action will not normally be phased back for that conduct. However, they may be phased back for other subsequent misconduct. If remaining in the Air Force, the member may be phased back once the NJP or court martial action is completed. When a trainee is under investigation for misconduct, the trainee may be temporarily suspended from classroom training and be given other appropriate duties. A commander may restrict a trainee to the base with a "Restriction to Base" memo while the trainee is pending NJP or court martial if the situation warrants and there is a rational basis.

2.1.4.4. A trainee may be delayed in phase or phased back for misconduct, non-compliance with phase rules, academic difficulties, etc.

2.1.5. Authorize, in writing, entry into the Enlisted Club or Officers' Open Mess for students who are guests of their parents or close relatives who are members of either club or Phase V. This is done on a case-by-case basis. The NPS students may apply for the USAF Services Mastercard. Upon receipt of the card, they may use all services available with the exception of the officers' or enlisted open mess.

2.1.6. Ensure the charge of quarters (CQ) is briefed to record any curfew violations on the AETC Form 32, Tour of Duty Report.

2.1.7. Restrict nonresidents from dormitory living areas. Visitors may be received in the dormitory lobby areas.
NOTE: Senior MTMs may authorize parents and close relatives to visit a student's room.

2.1.8. Ensure the Sr MTM or designated representative administers the Student Leader Program within the military training flight.

2.1.9. Ensure the following guidelines are used to fulfill Military Training Day (MTD) requirements:

2.1.9.1. The duty squadron will assign one MTM assisted by a duty NCO (if required) for duty NLT COB Thursday, prior to duty. The duty MTM and NCO should be considered for compensation time.

2.1.9.2. Ensure each military training flight sends the names and room numbers of each MTD student for that week to the duty MTM NLT 1200 the Friday before MTD. The duty MTM will be responsible for the execution of the MTD schedule and for the safe conduct of activities. The duty NCO will assist the duty MTM in the execution of the MTD schedule, inspections, discipline, drill, physical conditioning (PC), meal supervision, detail supervision, core values, and any matters dealing with the safe and successful completion of MTD. The duty MTM and NCO should review the MTD schedule prior to MTD. All students will be directed to review the MTD schedule prior to MTD. The MTD schedule will be accomplished at the discretion of the duty MTM but will not be shortened or lengthened in total time. During inclement weather, drill will be replaced with an appropriate activity such as academic study, military regulation/instruction study, core values, chain of command, military training tape reviews, etc. During inclement weather, PC will be conducted in the gym/fitness center with students doing group exercise.

2.2. Senior MTM or designated representative will:

2.2.1. Interview, select, and appoint all student leaders and maintain SAFB Form 242, Student Leader Application/Certification.

2.2.1.1. Submit a roster of airmen scheduled to attend Student Leadership School (SLS), signed by the military training flight (MTF) student leader program manager, to 82 TRSS/TTM no later than 1200 the Friday prior to the scheduled class date. The MTFs are limited to 10 slots per class; additional slots may be requested on a first-come, first-served basis with approval from the SLS instructor. Airmen will wear the uniform of the day or any service uniform. Airmen will be sent back to their MTF if they report late or report to school in violation of AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and that violation cannot be corrected on the spot.

2.2.1.2. Ensure that SLS and drill evaluation are satisfactorily completed prior to authorizing wear of the student leader aiguillette. Waivers may be granted to students who have previously completed SLS from another training wing, provided they have documentation to prove successful completion. Complete the SAFB Form 242 and annotate where the individual attended SLS in the block titled "SLS INSTRUCTOR." Provide local policies,

procedures, and training. Recertify the drill evaluation, regardless of previous training.

2.2.2. Ensure the absolute minimum number of highly qualified student leaders serve as shift leaders (red ropes) so as not to degrade or lessen their position and status. When determining the number required, such things as MTF population, total number of shifts, and total number of student leaders should be considered.

2.2.3. Ensure student leaders are selected on a "best qualified" basis which includes:

2.2.3.1. Rank.

2.2.3.2. Military appearance and bearing.

2.2.3.3. Maturity.

2.2.3.4. Leadership qualities.

2.2.3.5. Volunteer status and motivation.

2.2.4. Disqualify student leaders or SAT officers if they fail to:

2.2.4.1. Maintain proper military standards.

2.2.4.2. Properly carry out student leader duties.

2.2.4.3. Maintain an acceptable level of academic achievement. Instructors, in coordination with the Sr MTM, may recommend disqualification when the student's academic achievement is below standard.

2.2.5. Evaluate student leaders no earlier than 10 and no later than 30 days after appointment or reappointment. If the individual was temporarily suspended after the evaluation and reappointed, a new evaluation period will be established using the criteria for the initial evaluation. If the rating is the same as the previous rating, initial to the right of the box. If the rating differs from the previous rating, check the new rating and circle it.

NOTE: Recognition of student leaders is encouraged; for example, a letter of appreciation to the gaining commander identifying airmen who participated in the Student Leader Program.

2.2.6. Ensure students are scheduled to attend required inprocessing. All students must complete required inprocessing items, unless specifically authorized by the squadron section commander in writing.

2.2.7. Provide a copy of SAFB Instruction 36-2902 to each student upon arrival. This may be done by posting a copy in each room or temporarily issuing individual copies to each student.

***2.2.8.** Ensure PC is conducted a minimum of three times weekly. Refer to SAFB Instruction 36-2902 for specific exercises. When the conditions for exercise are unsafe or the actual temperature reaches 88 degrees F (Stage IV) Wet Bulb Globe Temperature, PC will be canceled.

2.2.9. Review AETC Form 32 each day and brief the squadron section commander if any deviations from prescribed conduct are detected. After reviewing, date and sign the "Reviewed By" block.

2.3. Student responsibilities are contained in SAFB Instruction 36-2902.

***2.4.** The charge of quarters (CQ) personnel will:

***2.4.1.** Be briefed by an MTM on CQ duties and responsibilities prior to assuming their positions.

***2.4.2.** Wear an additional name tag for identification purposes. (This includes CQ, CQ runner, and security personnel.) This name tag will authorize these students to straggle off the route of march to and from any location in the performance of their duties. No additional authorization (i.e., AETC Form 50) other than the name tag is required.

***2.4.3.** Know the following:

***2.4.3.2.** How to contact the first sergeant.

***2.4.3.2.** Who to contact for a Red Cross message.

***2.4.3.3.** What to do in case of fire.

***2.4.3.4.** What to do in case of a severe illness/injury.

***2.4.3.5.** What to do when the security force is needed.

***2.4.3.6.** What to do for severe weather conditions.

***2.4.3.7.** What to do with a pyramid message.

***2.4.3.8.** What to do for bomb threats.

***2.4.3.9.** The CQ personnel will be provided a job guide/continuity book detailing these procedures. This guide/book must be kept current. It may contain any additional procedures the MTF personnel feel is necessary.

***2.4.4.** The AETC Form 32 will be properly completed throughout each CQ shift.

***2.4.5.** The MTM responsible for the CQ shift will:

***2.4.5.1.** Conduct and document the briefing of CQ personnel.

***2.4.5.2.** Conduct and document spot checks of CQ personnel to determine effectiveness of CQ briefing.

***2.4.5.3.** Use students who are not in training to the fullest extent for CQ duties during the normal duty week.

***2.4.5.4.** Review the AETC Form 32 for possible unfavorable behavior of personnel assigned to the MTF.

***2.4.5.5.** Ensure the AETC form 32 is used to sign in personnel after curfew.

***2.5.** The 82d Services Squadron Section Commander (82 SVS/CC) will establish procedures to require all NPS students to show their ID cards and SAFB Forms 303 or 303A to determine proper age and phase for purchasing and consuming alcoholic beverages in accordance with SAFB Instruction 36-2902.

2.6. Additionally, the Chief, Lodging Services, will establish procedures to:

2.6.1. Check for phase cards

2.6.2. Check temporary duty or permanent change of station orders for endorsement by the Military Personnel Flight.

2.6.3. Check for memo of authorization from the squadron section commander, Sr MTM, or weekend/on-call MTM for billeting.

2.6.4. Deny billeting to NPS student airmen who do not meet the requirements in para 2.6.2 or 2.6.3.

2.7. Commanders of other base organizations will:

2.7.1. Initially brief new arrivals and their entire units when there is significant change in this regulation which affects personnel assigned to their organizations.

2.8. Student Assignments Unit, Military Personnel Flight, 82d Mission Support Squadron, will endorse two copies of orders certifying the date and time NPS airmen depart Sheppard AFB, validating the signature and ensuring one copy is given to the departing airmen. The other copy is sealed in the records folder. The student may then use a copy of validated orders to obtain billeting or other services after outprocessing, if necessary.

Section C – Preparation and Use of SAFB Form(s) 303 or 303A, Military Standard for Enlisted (MTSE) Phase

3. SAFB Form 303 or 303A will be:

3.1. Prepared by a designated staff member in one copy only.

3.1.1. Properly safeguarded at all times. **NOTE:** Blank SAFB Forms 303 or 303A will be stored in a locked container.

3.1.2. Properly completed in all blocks to be valid, (type or computer print all entries to prevent duplications, i.e., name, squadron, date, and phase dates).

3.1.3. Stamped as follows:

3.1.3.1. The MTF will stamp a 2- or 3-digit squadron designator in the lower right-hand corner on the front of the card in black ink (i.e., 61 or 361).

3.1.3.2. The appropriate phase will be stamped on the front, in red ink.

3.1.3.3. Students assigned to a shift other than S-shift will have their cards stamped with the appropriate shift in the upper right hand corner.

3.1.3.4. Stamp “Minor” on the front of the card for airmen younger than the legal drinking age.

Section D – Lost, Stolen, or Damaged SAFB Form 303A

4. When a SAFB Form 303 or 303A is lost, stolen, damaged, illegible, etc., a new card will be issued in its place.

4.1. Lost SAFB Forms 303 or 303A will be reported immediately to an MTM or the flight scheduling office.

Section E – Forms Prescribed

5. AETC Form 32, Tour of Duty Report; SAFB Form 303 or 303A, Military Standard for Enlisted (MTSE) Phase; SAFB Form 242, Student Leader Application/Certification; SAFB Form 570, Status of Students.

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